Dear Exhibitor:

We look forward to your company's participation in the 2015 Homeland Security Conference taking place in Washington, DC, March 10-11, 2015.

Please direct this Exhibitor Service Manual to the person who is in charge of your company's display. We ask you to take the time to review the entire manual. Remember that pre-planning will save your company both time and money.

While the Exhibitor Service Manual addresses many of the requirements you may have, if you have any questions, please do not hesitate to contact the appropriate contractor or Exposition Management.

A list of Key Contacts is available on page 4 of this manual.

Additional conference information can be found at:

http://events.jspargo.com/Home15/public/enter.aspx

We look forward to seeing you in Washington, DC!

Sincerely,

Arina Kravets, CEM, CMP
AFCEA Homeland Security Exposition Management
703-995-3873
arina.kravets@jspargo.com

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All exhibits are located in the Atrium of the Ronald Reagan Building .

INSTALLATION

Monday, March 9 **1:00 pm – 5:00 pm***

***ALL EXHIBITS MUST BE SET BY 5:00PM ON MONDAY, MARCH 9, 2015.**

After this time Show Management reserves the right to use any empty space in a way that will complement the overall appearance of the exposition. If you foresee any difficulty in meeting this deadline, you **MUST** contact Arina Kravets at 703-995-3873 or e-mail arina.kravets@jspargo.com by 5:00 pm (EST) on Wednesday, February 25th.

SHOW HOURS

Tuesday, March 10 **7:00 am – 6:15 pm***

Wednesday, March 11 **7:00 am – 2:30 pm***

ALL EXHIBITS MUST BE STAFFED DURING OPEN SHOW HOURS!

DISMANTLING

Wednesday, March 11 **2:30 pm- 8:00 pm***

No exhibit may be dismantled before closing time on Wednesday, March 11 at 2:30 pm.

Please make your travel plans accordingly.

Schedule is subject to change. In the event of a schedule change, exhibitors will be notified in writing!

KEY CONTACTS

EXPOSITION MANAGEMENT J. Spargo & Associates, Inc. 11208 Waples Mill Road, Suite 112 Fairfax, VA 22030 Telephone: 703-995-3873 E-Mail: arina.kravets@jspargo.com	**AUDIO VISUAL & COMPUTER RENTAL** Projection 1300 Pennsylvania Avenue, NW Washington, DC 20004 Telephone: 202-312-1379 Fax: 202-312-1393 E-Mail: itcexhibits@projection.com
OFFICIAL EXPOSITION CONTRACTOR Brede Exposition Services 6801 Mid-Cities Avenue Beltsville, MD 20705-1411 Telephone: 301-937-8600 Fax: 301-937-6513 E-Mail: cswashington@brede.com	**INTERNET SERVICE** Ronald Reagan Building 1300 Pennsylvania Avenue, NW Washington, DC 20004 Telephone: 202-312-1300 Fax: 202-312-1310
REGISTRATION J. Spargo & Associates, Inc. 11208 Waples Mill Road, Suite 112 Fairfax, VA 22030 Telephone: 703-449-6418 Fax: 703-631-7258 E-Mail: homelandregistration@jspargo.com	**ELECTRICAL SERVICES** Ronald Reagan Building 1300 Pennsylvania Avenue, NW Washington, DC 20004 Telephone: 202-312-1300 Fax: 202-312-1310
LEAD RETRIEVAL J. Spargo & Associates 11208 Waples Mill Road, Suite 112 Fairfax, VA 22030 Telephone: 703-995-1800 Fax: 703-562-9047 E-Mail: directlead@jspargo.com	**AIR - FREIGHT** Convention & Tradeshow Freight Specialists P.O. Box 4806 Alexandria, VA 22303 Telephone: 703-518-4720 Fax: 703-518-4729 Website: www.ctfshows.com

DEADLINE CHECKLIST

❒	**Act NOW!**	Sponsorship Opportunities are available (please call Paul doCarmo at 703-631-6200 or email pdocarmo@jspargo.com)
❒	February 10	Notification of Non-Official Contractor (EAC) form due
❒	February 10	Lead Retrieval Form due – discounted rates
❒	February 23	Brede Form due – discounted rates
❒	February 25	On-Site Contact Information form due
❒	February 25	Exhibitor Appointed Contractor (if applicable) form due
❒	February 27	**WAREHOUSE SHIPMENT DEADLINE** (after this date, shipments received at the warehouse are subject to additional late charges)
❒	March 2	Audio/Visual Order Form due at least one week in advance of event to guarantee availability of equipment. There is not a discount rate.
❒	March 3	Notification due to Reagan Building to deliver materials (send form in at least 72 hours prior to event set up)
❒	March 6	Advance Registration Form due
❒	March 9	Materials may begin arriving at the Ronald Reagan Building
❒	March 9	Exhibits must be set and show ready by 5:00 PM

PLEASE REFER TO ALL OTHER DEADLINES FROM OFFICIAL SERVICE CONTRACTORS ON THEIR INDIVIDUAL ORDER FORMS.

ITEMS INCLUDED WITH TABLE TOP SPACE

- **All displays are restricted to the tabletop only. One (1) small pull-up banner may be displayed in front of, or next to the 6' table. All displays are limited to 54" in height from the top of the table.**
- Two chairs per table top space
- One 6' skirted table
- One wastebasket
- Company Identification sign for table
- Pre-carpeted Floor
- Complimentary exhibitor registration for booth personnel for EXHIBIT HALL ONLY
- One conference badge per table top (for entrance to panel sessions and keynote speakers. Also includes coffee breaks, afternoon breaks, and Networking Reception (Tuesday).
- General exhibit hall lighting and heating/air conditioning
- General exhibit hall entrance security service
- Company listing online and in the official mobile app (if available).

ITEMS INCLUDED WITH 8'x10' BOOTH SPACE

- **All displays must follow line of sight guidelines outlined in the Rules and Regulations section of this exhibitor service manual.**
- 8' flameproof back drape (Grey and White) and 3' side rail (Grey)
- One 6' skirted table - Grey
- Two side chairs
- One wastebasket
- Company Identification sign
- Pre-carpeted floor
- Complimentary exhibitor registration for booth personnel for EXHIBIT HALL ONLY
- One conference badge per 8'x10' (for entrance to panel sessions and keynote speakers. Also includes coffee breaks, afternoon breaks, Networking Reception (Tuesday).
- General exhibit hall lighting and heating/air conditioning
- General exhibit hall entrance security service
- Company listing online and in the official mobile app (if available).

EXHIBITOR ADVANCE REGISTRATION FORM

AFCEA Homeland Security Conference 2015

Ronald Reagan International Trade Center, Washington, DC
March 10-11, 2015

Register online at http://events.jspargo.com/Home15/public/enter.aspxhomeland or fill out the form below to register for badges

ADVANCE REGISTRATION BY FORM DEADLINE: MARCH 6, 2015

***Exhibiting Company Name**_____

***Mailing Address**_____

***City**_____ ***State**_____ ***Zip**_____

***Main Phone**_____ ***Main Fax**_____

***Contact Name**_____

***Contact Email**_____ **Booth Number**_____

Each exhibiting company receives **ONE** complimentary full conference exhibitor badge per every 8x10 booth space or table top. It includes access to panel sessions, keynote speakers, breakfasts, lunches, breaks, and Networking Reception (Tuesday). Additional full conference exhibitor badges are $645 each.

All booth only personnel are complimentary and should be listed below. If the contact listed above needs a badge, please list below. The mailing address, phone and fax number listed above will be used for each badge. Booth personnel badges can be picked up at the Exhibitor Registration Desk during published registration hours. Booth personnel credentials ARE NOT TRANSFERABLE.

Return Completed Form To:

Mail: AFCEA Homeland Security Conference
c/o J. Spargo & Associates, Inc.
11208 Waples Mill Road, Suite 112
Fairfax, VA 22030

Fax: 703-574-8332

For information or assistance, please contact Customer Service at 703-449-6418 or homelandregistration@jspargo.com

Name:_____	Name:_____
Email:_____	Email:_____
Cell Phone # (for emergencies)_____	Cell Phone # (for emergencies)_____
REGISTRATION OPTIONS	**REGISTRATION OPTIONS**
❑ Booth Only Personnel FREE	❑ Booth Only Personnel FREE
❑ FULL Conference in allotment FREE	❑ FULL Conference in allotment FREE
❑ FULL Conference over-allotment $645	❑ FULL Conference over-allotment $645
TOTAL $_____	TOTAL $_____

EXHIBITOR ADVANCE REGISTRATION FORM

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Register online at http://events.jspargo.com/Home15/public/enter.aspxhomeland or fill out the form below to register for badges

ADVANCE REGISTRATION BY FORM DEADLINE: MARCH 6, 2015

Name:_____ Email:_____ Cell Phone # (for emergencies)_____	Name:_____ Email:_____ Cell Phone # (for emergencies)_____
REGISTRATION OPTIONS ❑ Booth Only Personnel FREE ❑ FULL Conference in allotment FREE ❑ FULL Conference over-allotment $645	**REGISTRATION OPTIONS** ❑ Booth Only Personnel FREE ❑ FULL Conference in allotment FREE ❑ FULL Conference over-allotment $645
TOTAL $_____	TOTAL $_____
Name:_____ Email:_____ Cell Phone # (for emergencies)_____	Name:_____ Email:_____ Cell Phone # (for emergencies)_____
REGISTRATION OPTIONS ❑ Booth Only Personnel FREE ❑ FULL Conference in allotment FREE ❑ FULL Conference over-allotment $645	**REGISTRATION OPTIONS** ❑ Booth Only Personnel FREE ❑ FULL Conference in allotment FREE ❑ FULL Conference over-allotment $645
TOTAL $_____	TOTAL $_____

PAYMENT INFORMATION

TOTAL **Amount Due** $_____

☐ CHECK - Must be payable to AFCEA. CREDIT CARD: ☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS ☐ DINERS

Your signature authorizes your credit card to be charged for the total payment due. AFCEA reserves the right to charge the correct amount if different from the total listed.

_____
CARD NUMBER *EXP. DATE*

_____
CARDHOLDER'S NAME *CARDHOLDER'S SIGNATURE*

CHANGE/CANCELLATION INFORMATION - All cancellations must be submitted in writing. Cancellations must be received by Friday, February 13, 2015 for a full refund. No refunds will be issued after February 13, 2015. Substitutes are welcome. Refunds will be processed based on the original form of payment.

ONSITE CONTACT INFORMATION

In the event that Exposition Management may need to contact someone from your company during the exposition, set-up, or move-out, we request that you provide the following information. **Please return this form by February 25, 2015. This information can be sent by e-mail to arina.kravets@jspargo.com or submitted online in the exhibitor portal. This information is treated as confidential.**

Company Name: _____

Contact Person at Event: _____

Hotel: _____

Arrival Date: _____

Departure Date:_____

Phone Number: _____

❒ Cell Phone ❒ Office ❒ Other _____

Contact at Office in the event that the above person is unreachable:

Name: _____

Phone Number: _____

PLEASE RETURN THIS FORM TO:

Arina Kravets, CEM, CMP
AFCEA Homeland Security 2015 Exposition Management
c/o J. Spargo & Associates, Inc.
Email: arina.kravets@jspargo.com

Deadline: Wednesday, February 25, 2015

Notification of Intent to Use EAC/ Non-Official Contractor

DEADLINE: February 10, 2015

An EAC (Exhibitor Appointed Contractor)/Non-Official Contractor is a company other than the official contractors listed in the exhibitor service manual providing a service (installation and dismantling labor, floral, photography, audio visual, computer rental and other related services) and requiring access to your booth during move-in and move-out.

All exhibiting companies/organizations that choose to use an EAC/Non-Official Contractor are required to submit this form, comply with all rules and regulations and supply necessary information by the ***February 10, 2015*** deadline.

EACs/Non-Official Contractors will be required to use labor supplied by the appointed contractor unless the following requirements are fulfilled:

- Exhibitors must return this completed form to Homeland Security Exhibit Management (J. Spargo & Associates, Inc.) by the ***February 10, 2015*** deadline.

- EACs/Non-Official Contractors must provide a Certificate of Liability Insurance naming AFCEA, J. Spargo & Associates, Inc., Brede Exposition Services and the Ronald Reagan Building and International Trade Center as additional insured. The Certificate of Liability Insurance must include Comprehensive General Liability coverage with limits not less than $1,000,000 including Contractual Liability and Products Liability coverage and Workman's Compensation in accordance will local law. Please see the "sample certificate of liability insurance" on the following page. Certificates of Liability Insurance must indicate the name of the exhibiting company and booth number that they are representing in the description area of the certificate. Certificates will be discarded if this information is not supplied.

- All EAC/ Non-Official Contractor personnel must be properly identified with an official Homeland Security contractor badge on show site. .

EAC/NON-OFFICIAL CONTRACTOR: _____

ADDRESS: _____ CITY:_____STATE:_____ ZIP:_____

SERVICE(S) PERFORMED:_____SUPERVISOR/ON-SITE CONTACT: _____

PHONE #:_____ FAX#:_____E-MAIL:_____

EXHIBITING COMPANY:_____BOOTH #:_____

ADDRESS: _____ CITY:_____STATE:_____ ZIP:_____

PHONE #:_____ FAX#:_____E-MAIL:_____

AUTHORIZED BY:_____ TITLE:_____

PLEASE RETURN TO: Homeland Security Exhibit Management c/o J. Spargo & Associates, Inc.
Attention: Arina Kravets, CEM, CMP, Senior Exhibit Operations Manager
E-mail: arina.kravets@jspargo.com

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

PRODUCER	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	**NAIC #**
INSURED	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	☒	**GENERAL LIABILITY** ☒ COMMERICAL GENERAL LIABILITY ☐ CLAIMS MADE ☒ OCCUR ☐ _____ ☐ _____ GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC		Make sure Effective Date is current.	Make sure Expiration Date is not expired.	EACH OCCURENCE	$1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	$100,000
						MED EXP (Any one person)	$5,000
						PERSONAL & ADV INJURY	$1,000,000
						GENERAL AGGREGATE	$2,000,000
						PRODUCTS - COMP/OP AGG	$1,000,000
							$
A	☐	**AUTOMOBILE LIABILITY** ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS ☐ _____ ☐ _____				COMBINED SINGLE LIMIT (Each Occurrence)	$
						BODILY INJURY (Per person)	$
						BODILY INJURY (Per accident)	$
						PROPERTY DAMAGE (Per accident)	$
A	☐	**GARAGE LIABILITY** ☐ ANY AUTO ☐ _____				AUTO ONLY - EA ACCIDENT	$
						OTHER THAN AUTO ONLY: EA ACC	$
						AGG	$
A	☐	**EXCESS/UMBRELLA LIABILITY** ☐ OCCUR ☐ CLAIMS MADE ☐ DEDUCTIBLE ☐ RETENTION $_____				EACH OCCURRENCE	$
						AGGREGATE	$
							$
							$
							$
A	☒	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** ANY PROPRIETOR/PARTNER/EXECU-TIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below		Make sure Date is current	Make sure Date is not expired.	☒ WC STATU-TORY LIMITS ☐ OTH-ER	
						E.L. EACH ACCIDENT	$1,000,000
						E.L. DISEASE - EA EMPLOYEE	$1,000,000
						E.L. DISEASE - POLICY LIMIT	$1,000,000
	☐	**OTHER**					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Additional Insured for AFCEA Homeland Security conference in Washington, DC:

AFCEA, J. Spargo & Associates, Inc., Brede Exposition Services, Ronald Reagan Building and International Trade Center

SAMPLE

CERTIFICATE HOLDER

J. Spargo and Associates, Inc
11208 Waples Mill Road, Suite 112
Fairfax, VA 22030
Phone: 703-631-6200

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE INSURER AFFORDING COVERAGE WILL ENDEAVOR TO MAIL 30 **DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.**

IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contact between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

SAMPLE

EXHIBIT HALL RULES & REGULATIONS

- **Americans with Disabilities Act (ADA)** - All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available form the U.S. Department of Justice ADA Information Line (800-514-0301).

- **Balloons** are not permitted in the exhibit hall.

- **Booth Set Up Guidelines** - Only official contractors, exhibitor appointed contractors and exhibiting company personnel are permitted on the show floor during move-in, move-out and **NO ONE** under the age of 18 is permitted on the show floor during that time. It is the responsibility of Exposition Management to ensure the overall appeal of the exhibit area. We need your cooperation in assuring an attractive Exposition. Exposition Management complies to any policy the Fire Marshal mandates, and adheres to the official IAEE guidelines. Should your exhibit not conform you will be asked to modify it on-site at your expense. Show Management will advise you if you are in violation and give you the opportunity to make adjustments prior to the Fire Marshal walkthrough.

- **Children** under the age of 18 are not permitted in the exhibit areas during move-in, show hours, and move-out.

- **Crates/Carton Removal and Storage -** Exhibitors will **NOT** be permitted to store empty crates or boxes in their booth areas during the show period. However, empty crates or boxes, when properly marked and identified by the exhibitor, will be removed, stored and returned to the booth at no additional charge if the exhibitor uses Brede Exposition Services to handle their freight in and out of the show. '***Empty***' stickers are available at the Brede Service Desk.

- **Demonstrations** - As a matter of safety and courtesy to others, exhibitors should conduct presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays product presentation and demonstration areas to ensure compliance. Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of three feet (3') and/or install hazard barriers as necessary to prevent accidental injury to spectators. Sound demonstrations should not exceed 85 decibels. Additionally, only qualified personnel should conduct demonstrations.

- **Direct Cash** sales from the show floor are NOT permitted.

EXHIBIT HALL RULES & REGULATIONS CONT'D

- **Electrical Service** – The Ronald Reagan Building and International Trade Center does not provide 24-hour electrical service. To order 24-hour electrical service or to order any other utilities, please complete the appropriate order forms. Every exhibit facility has different electrical requirements; however, minimum guidelines are suggested: All 110-volt wiring should be grounded three-wire. Wiring that touches the floor should be "SO" cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for "extra hard usage". Using zip cords, two-wire cords, latex cords, plastic cord, lamp cord, open clip sockets, and two-wire clamp-on fixtures are not recommended and are often prohibited. Cube taps are not recommended and often prohibited. Power strips (multi-plug connectors) should be UL approved with built-in over-load protectors.

- **Fire Regulations**

    - All draperies, backdrops, bunting and other decorations must be flameproof; exhibitors must have certificate of flame retardancy!

    - All paper and other flimsy materials used for decorative purposes, including flameproof paper are prohibited.

    - The use of liquid petroleum and gases is prohibited

    - Helium Balloons are also prohibited

    - Flammable or combustible mixtures, waste, liquids and other hazardous materials are not permitted without approval of the Ronald Reagan Building

    - Combustible crates and packaging boxes MUST be removed after set-up period to the storage area.

    - Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

- **Floor Covering** – The exhibit area will be pre-carpeted. If you have your own carpet that you traditionally use with your display, you will be unable to use this.

- **Food & Beverage** service dispensed or given away at booths must be supplied and prepared by the Ronald Reagan Building and International Trade Center.

- **Hanging Signs** - There is no sign hanging for this event.

- **Lighting** - Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting: No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval. Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles. Lighting, which is potentially harmful, such as lasers, or ultraviolet lighting should comply with facility rules and be approved in writing by exhibition management. Lighting that spins, rotates, pulsates and other specialized lighting effects

should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.

- **Parking** is not allowed in any of the loading dock areas.

- **Shipments** directly to the facility before or after the designated times and dates may be turned away and may occur additional material handling charges.

- **Smoking** is strictly prohibited in the entire facility.

- **Soliciting** outside of your exhibit space is prohibited.

- **Sound/Music** - In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels. Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

- **Storage** - Fire regulations in most facilities prohibit storing product, literature, empty containers or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the exhibit area as long as these items do not impede access to utility services, create a safety problem or look unsightly.

- **Structural Integrity** - All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers or installation/dismantling equipment such as forklifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Exhibitors should ensure that any display fixtures such as tables, racks or shelves are designed and installed properly to support the product or marketing materials to be displayed upon them.

- **Tabletop Restrictions** - All table top exhibits are restricted to the tabletop only. One (1) small pull up banner may be displayed behind, in front of, or next to the 6' table. All displays are limited to **54" in height** from the top of the table.

- **Tips & Gratuities** to union employees are strictly prohibited.

The above Rules and Regulations cover most of the common questions exhibitors seek answers to. If you cannot find the information you are looking for above and you feel that your display may not pass Show Management requirements, please contact Arina Kravets at 703-995-3873 for additional information.

HEIGHT & NON-BLOCKING RESTRICTIONS

TABLETOP EXHIBITS

All table top exhibits are restricted to the tabletop only. One(1) small pull-up banner may be displayed behind, in front of, or next to the 6' table. All displays are limited to **54" in height** from the top of the table.

LINEAR EXHIBITS ("IN-LINE")

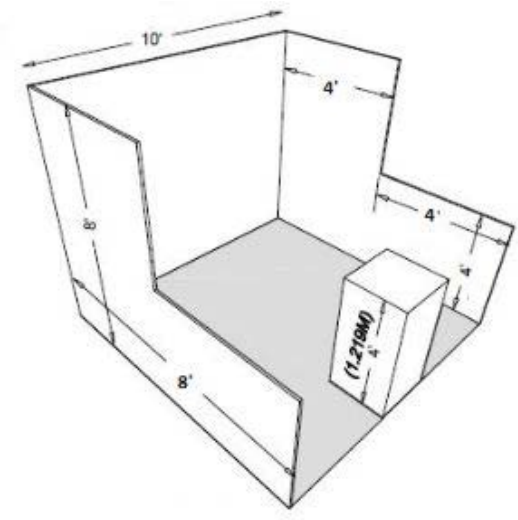
Back wall height limitation is 8'.

Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of eight feet (8') is allowed only in the rear 4' of the booth space, with a four-foot (4') height restriction imposed on all materials in the remaining space forward to the aisle. (Note: When three or more Linear Booths are used in combination as single exhibit space, the four foot (4') height limitation is applied only to that portion of exhibit space which is within ten feet (10') of an adjoining booth.)

CORNER EXHIBITS

A corner booth is a linear booth ("In-Line") exposed to aisles on two sides. All other guidelines for linear booths apply.

Please refer to the diagrams immediately following for a pictorial description of the blocking rules and height restrictions for a linear booth and a table top display.



Linear Booth

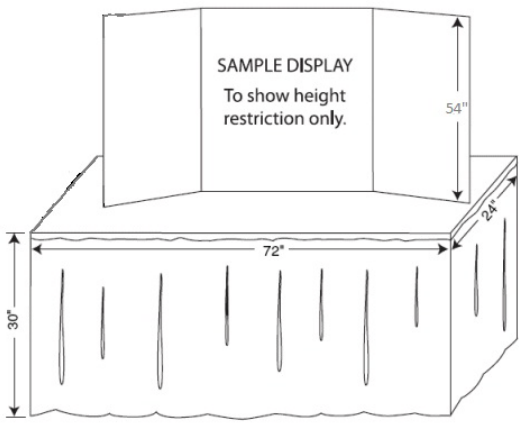


Table top Display

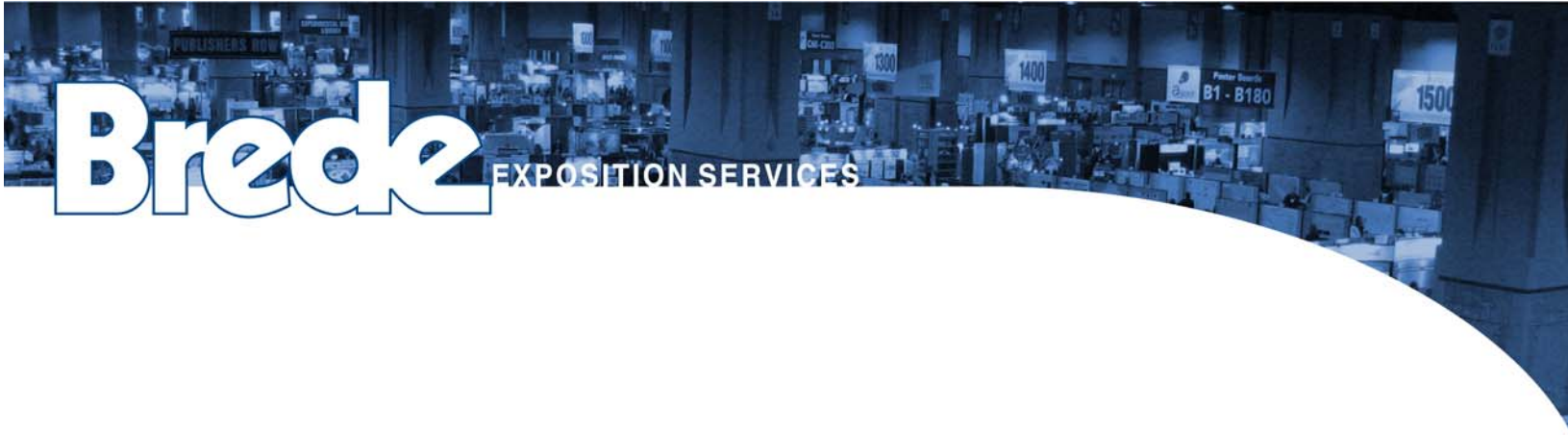
SECURITY TIPS

AFCEA Homeland Security will provide front entrance security. **Although security will be provided during installation, show days and dismantling, it is always the exhibitor's responsibility to ensure the security of his/her exhibit and its contents. If you wish to hire personal in-booth security please contact Show Management at arina.kravets@jspargo.com.**

The following security tips are offered:

- Always remove your badge once you leave the facility.
- Never leave small electronic equipment such as laptop computers, monitors, cell phones, personal hand-held electronic devices unattended in your booth, ESPECIALLY OVERNIGHT. This rule should also apply to personal items such as briefcases, purses etc.
- Shipping cartons should not identify contents. Use coded labels.
- Do not ship electronic equipment in the manufacturer's cartons. Consolidate shipments of several boxes into one large crate or carton if possible.
- Empty cartons and crates are not in a "secure" area. Do not store valuables in them.
- For those exhibits featuring theft-prone products some thought should be given to displaying a replica or bringing extras.
- Cover your products before and after show hours. Use Velcro or grommets to secure the fabric over the products.
- Mark all crates and cartons with your company's name and address.
- When your crates have been returned to your booth for move-out, make certain all items are accounted for.
- At the close of the exposition and after your materials are packed, turn in your bills of lading at the Brede Exhibitor Service Desk. Do not leave them in your booth or attached to crates. Stay with your equipment if possible.
- Report any loss or damaged cartons to Show Management and to the Security Supervisor immediately.

AFCEA, J. Spargo & Associates, Inc., Brede Exposition Services, the Ronald Reagan Building and all organizations and individuals who are employed by, or associated with the conference and exposition, will not be responsible for injury that may occur to an exhibitor, his/her employees, or any agents, or for the safety of an exhibit or other property against theft, fire, accident or any other destructive cause. Exhibitors should ensure that they have adequate insurance coverage.



Homeland Security Conference 2015
Ronald Reagan Building & International Trade Center
Washington, DC
March 10-11, 2015

Dear Exhibitor:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming *Homeland Security Conference 2015.* We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

Included in this service manual are forms for ordering various services and equipment. The Brede forms are to be returned to our office, the others to the specific contractors who are providing the services. Please review, complete, and submit your order forms as early as possible to take advantage of our discount pricing.

Please refer to the enclosed *Show Details* page for vital facts and information about this event. If you have any additional questions about Brede's services, please do not hesitate to call or email Brede's Homeland Security Conference 2015 Customer Service Representative at cswashington@brede.com.

A Brede Service Desk will be maintained in the exhibit area during exhibitor move-in to answer any questions that arise and to assist with any last minute requirements.

We look forward to working with you and your company toward a successful show.

Thank you.

Brede

Homeland Security Conference 2015

Ronald Reagan Building & International Trade Center
Washington, DC
March 10-11, 2015

Brede EXPOSITION SERVICES

Brede Customer Service

- *301.937.8600 Fax 301.937.6513 e-mail: cswashington@brede.com*
- *Office Hours: 8:00 AM - 4:30 PM (eastern time)*
- *No telephone orders accepted; please complete and submit your order and credit card information to Brede.*

Show Management

- Arina Kravets
- 703.631.6200
- arina.kravets@jspargo.com

Booths

Each booth includes:

- 8' high back drape– Grey & White
- 3' high side drape– Grey
- (1) 6' x 30" draped table-Grey
- (2) side chairs
- (1) waste basket
- (1) one-line booth ID sign with booth number

The exhibit hall is carpeted wall to wall in Navy. Exhibitors may choose to rent carpet through Brede Exposition Services using the *Carpet Order* form.

Material Handling

Advance to Warehouse

Late to warehouse charges apply after: March 3, 2015

TO: Exhibiting Company Name and Booth #
FOR: Homeland Security Conference 2015
Brede Exposition Services
c/o YRC
7600 Preston Dr.
Landover, MD 20785

Direct to Show Site

Do not deliver prior to: March 9, 2015

TO: Exhibiting Company Name and Booth #
FOR: Homeland Security Conference 2015
c/o Brede Exposition Services
Ronald Reagan Building & Int'l Trade Center
1300 Pennsylvania Ave. NW
Washington, DC 20004

Exhibitor Schedule

Exhibitor Move-in:	Monday	March 9	1:00 PM	—	5:00 PM
Show Hours:	Tuesday	March 10	7:00 AM	—	6:30 PM
	Wednesday	March 11	7:00 AM	—	4:30 PM
Exhibitor Move-out:	Wednesday	March 11	4:30 PM	—	7:00 PM

- Drivers for all carriers must be checked in at the Brede Service Desk for pick-up of freight by: 6:00 PM on March 11, 2015.

Utilities & Services

- For booth utilities and additional booth services, please contact the individual suppliers using the enclosed order forms.

Find more on Brede.com

phone 301.937.8600

Show Details

Homeland Security Conference 2015

Ronald Reagan Building & International Trade Center
Washington, DC
March 10-11, 2015

Brede EXPOSITION SERVICES

Information Form

Please make your show site representative aware of the following policies.

Payment & Pricing Policies

Important Deadlines

- Take advantage of advance order discount pricing! Orders must be received with payment in full no later than the following dates. Orders received with payment in full after discount deadline dates will be invoiced at "standard floor" pricing.

Carpet & Furnishings rental	February 23, 2015
Labor orders	February 23, 2015

- Freight received at the warehouse after the deadline will incur an additional charge.

Advance shipments to warehouse to arrive by:	March 3, 2015
Shipments to show site to arrive no sooner than:	March 9, 2015

Payment Policies

- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.
- For your convenience, we accept the following methods of payment: cash; checks and money orders drawn on U.S. banks in U.S. funds; and credit cards including VISA, MasterCard and American Express.
- Purchase Orders are not considered payment; therefore, a check or credit card is required.

Cancellations & Adjustments

- Cancellations are invoiced at 50% of original price, unless otherwise noted on order form.
- No adjustments will be made after close of the show.

Tax Exemption

- If tax exempt, a copy of your tax exempt certificate must accompany your order. This is not a resale certificate.
- No adjustments for tax exempt status will be made after close of the show.

Third Party Payment Billing

- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.

Miscellaneous

- Rental items not ordered, yet found in booths, are invoiced at "Standard Floor" pricing.
- All prices are in U.S. dollars ($).
- All rental items are subject to applicable taxes.
- All rental items remain the property of Brede Exposition Services.

Find more on Brede.com

phone 301.937.8600
fax 301.937.6513
e-mail cswashington@brede.com

Brede EXPOSITION SERVICES

Homeland Security Conference 2015

Ronald Reagan Building & International Trade Center
Washington, DC
March 10-11, 2015

Required Form

This form must accompany any completed order form(s) submitted to Brede.
Payment Method must be completed to process orders.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: February 23, 2015

Order Summary

Tables & Accessories	$ _____
Carpet	$ _____
Material Handling	$ _____
Labor	$ _____
Graphics	$ _____
Total Due	$ _____

Payment Method

- For your convenience, we accept cash, checks and money orders drawn on U.S. banks in U.S. funds, VISA, MasterCard and American Express.
- Purchase Orders are not considered payment.
- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.

☐ Third Party Payer

☐ Tax Exempt
include certificate

Brede Job #
503-106

☐ Pay By Credit Card

- Please complete the *Credit Card Authorization* form and submit with your order.

☐ Pay By Check or Money Order Payable to Brede Exposition Services

- International checks must be drawn on a U.S. bank, U.S. funds account only—processing fee of $25.00.
- Please include Homeland Security Conference 2015 and booth number on all payments.

Check Number _____ Dated _____ Amount _____

Exhibiting Company

Company: _____ Contact: _____

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* *by fax* *301.937.6513*

Order Summary / Payment Method

Homeland Security Conference 2015

Ronald Reagan Building & International Trade Center
Washington, DC
March 10-11, 2015

Brede EXPOSITION SERVICES

Required Form

This form must accompany any completed order form(s) submitted to Brede.
A credit card must be on file prior to the delivery of any goods or services.
Orders received without full payment or credit card information will not be processed.

Terms

- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.
- Submitting credit card information and signature indicates agreement with the terms below.

Credit Card

I authorize Brede Exposition Services to charge any additional amounts incurred by me or my show representative, including material handling and/or labor charges. If credit card is declined, Standard Floor pricing prevails and a $25.00 service charge will be added.

☐ Third Party Payer

Cardholder's name (please print): _____

Cardholder's Signature: _____

Cardholder's Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

VISA MC AMEX | | | | | | | | | | | | | | | | |

EXP | | | | |

Exhibiting Company _____

Booth Number _____

Credit Card Authorization

Find more on Brede.com

phone 301.937.8600
fax 301.937.6513
e-mail cswashington@brede.com

Homeland Security Conference 2015

Ronald Reagan Building & International Trade Center
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Brede EXPOSITION SERVICES

Order Form

Submit this form if you wish to rent carpet, visqueen, or padding from Brede.
Enter the Carpet Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: February 23, 2015

Please note, the exhibit hall is carpeted wall to wall in navy.

Find more on Brede.com

Standard Carpeting

Select from Standard Colors (if no color is selected, show colors will prevail.)

☐ Black ☐ Blue ☐ Teal ☐ Burgundy
☐ Red ☐ Grey ☐ Forest Green

Qty	Size		Advance	Standard	Subtotal
_____	10' Carpet		$ 183.50	$ 238.50	$ _____
_____	20' Carpet		$ 367.00	$ 477.00	$ _____
_____	30' Carpet		$ 550.50	$ 715.75	$ _____
_____	40' Carpet		$ 734.00	$ 955.50	$ _____
_____	Full Coverage	_____ x _____ = _____ sq. ft *(100 sq. ft. minimum)*	$ 4.25 *per sq. ft.*	$ 5.50 *per sq. ft.*	$ _____

- Standard carpets ordered in multiples of 2 or more do not include seaming and exact color match is not guaranteed.

Options

_____	Visqueen	_____ x _____ = _____ sq. ft	$ .85 *per sq. ft.*	$ 1.10 *per sq. ft.*	$ _____

Plush Custom Carpeting

Select from Custom Colors

☐ Charcoal ☐ White ☐ Burgundy ☐ Navy ☐ Grey Pearl ☐ French Beige
☐ Red ☐ Emerald ☐ Black ☐ Colony Blue

_____	Full Coverage	_____ x _____ = _____ sq. ft *(100 sq. ft. minimum)*	$ 4.90 *per sq. ft.*	$ 6.40 *per sq. ft.*	$ _____

- Includes poly covering for protection.
- To guarantee availability, orders must be received 30 days prior to show move-in.
- Cancelled orders for custom carpet will be charged 100%.

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal $ _____

5.75% DC Tax $ _____

Carpet Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA *by fax* 301.937.6513

Carpet

Homeland Security Conference 2015

Ronald Reagan Building & International Trade Center
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Brede EXPOSITION SERVICES

Order Form

Submit this form if you wish to rent tables, risers or furnishings from Brede.
Enter the Table & Accessories Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: February 23, 2015

Tables

Qty	Item	Advance	Standard	Subtotal
	30" High Display Tables (includes white vinyl top, 3 side drape)			
	4' x 2' draped table	$ 112.50	$ 146.50	$
	6' x 2' draped table	$ 128.00	$ 166.50	$
	8' x 2' draped table	$ 157.00	$ 204.00	$
	4th side drape	$ 48.50	$ 63.00	$
	4' x 2' undraped table	$ 53.50	$ 70.00	$
	6' x 2' undraped table	$ 68.00	$ 88.50	$
	8' x 2' undraped table	$ 71.00	$ 92.50	$
	42" High Display Tables (includes white vinyl top, 3 side drape)			
	4' x 2' draped table	$ 145.50	$ 189.50	$
	6' x 2' draped table	$ 166.00	$ 215.00	$
	8' x 2' draped table	$ 187.50	$ 244.00	$
	4th side drape	$ 48.50	$ 63.00	$
	4' x 2' undraped table	$ 82.50	$ 107.50	$
	6' x 2' undraped table	$ 96.00	$ 125.00	$
	8' x 2' undraped table	$ 107.50	$ 140.00	$
	12" Tabletop Risers (includes white vinyl top)			
	4' x 12" draped riser	$ 56.00	$ 73.00	$
	6' x 12" draped riser	$ 75.50	$ 98.50	$

Accessories

Find more on Brede.com

Qty	Item	Advance	Standard	Subtotal
	Padded Side Chair—Grey	$ 55.00	$ 71.50	$
	Padded Arm Chair—Grey	$ 75.50	$ 98.50	$
	Swivel Chair—-Grey	$ 84.00	$ 109.50	
	Counter Stool with Back	$ 90.50	$ 118.00	$
	30" Pedestal Table ☐ 30" d ☐ 36" d	$ 87.00	$ 113.50	$
	42" Pedestal Table ☐ 30" d ☐ 36" d	$ 87.00	$ 113.50	$
	Waste basket	$ 24.00	$ 31.50	$
	Floor Easel	$ 49.00	$ 64.00	$
	Sign Stand 22" x 28"	$ 56.00	$ 73.00	$
	Bag Rack	$ 49.00	$ 64.00	$
	Waterfall Rack	$ 49.00	$ 64.00	$
	Literature Rack	$ 84.00	$ 109.50	$
	Garment Rack	$ 71.00	$ 91.25	$
	Tackboard 8'x4' (horizontal only)	$ 146.50	$ 190.50	$
	Perfboard 8' x 4' (horizontal only)	$ 146.50	$ 190.50	$
	3' high drapery (per ft)	$ 18.00	$ 23.50	$
	8' high drapery (per ft)	$ 22.00	$ 29.00	$

☐ ☐

Select Drape Color (if no color is selected, show colors will prevail.)

☐ Black ☐ Blue ☐ Teal ☐ Gold ☐ Burgundy ☐ White
☐ Red ☐ Plum ☐ Grey ☐ Forest Green

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal $ _____

5.75% DC Tax $ _____

Table Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA *by fax* 301.937.6513

Tables & Accessories

Information Form

Brede Exposition Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below. Please make your show site representative aware of the following policy.

Limitations of Brede Exposition Services' Liability and Responsibility

1. Brede Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Brede bills of lading covering outgoing shipments which are tendered to Brede Exposition Services by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
4. Brede Exposition Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Brede Exposition Services by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
6. Brede Exposition Services shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. Brede Exposition Services shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Brede Exposition Service's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Brede Exposition Services is limited to $ .30 per pound per article, with a maximum of $50.00 per item, and a maximum of $1,000.00 per shipment. This applies while these goods are in Brede's warehouse, in vehicles for delivery, or at show site.
7. Claims for loss or damage which are not submitted to Brede Exposition Services within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Brede Exposition Services or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
8. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede Exposition Services for such shipments.
9. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Brede Exposition Services assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Brede Exposition Services labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Brede will assist in the preparation of Brede bills of lading. Be sure that your material has been carefully crated or packed, and properly tagged or marked.
11. In order to expedite removal of materials, Brede Exposition Services shall have authority, without further clearance with exhibitors, to change designated carriers.
12. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors. Payment for all labor and services will be the responsibility of the exhibitor.
13. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

    The exhibitor agrees, in the event of a dispute with Brede Exposition Services relative to any loss or damage to any of their materials or equipment, that they will not withhold payment of any amount due to Brede Exposition Services for Drayage or any other services provided by Brede Exposition Services as an offset against the amount of the alleged loss or damage. Instead, they agree to pay Brede Exposition Services at the close of the show for all such charges, and they further agree that any claim they may have against Brede Exposition Services shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
14. Service charge of 1-1/2% per month on any unpaid balance will be made starting 30 days after date of invoice.
15. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
16. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
17. EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Brede Exposition Services is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Brede Exposition Services hereunder are based on the value of the material handling services and the scope of Brede Exposition Services liability as set forth above.

Limits of Liability

phone 301.937.8600
fax 301.937.6513
e-mail cswashington@brede.com

Information Form

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Exhibitors may choose to ship freight to the advance warehouse or directly to show site. Brede will receive and manage the freight at the warehouse and on show site as described in the following pages. Material handling fees are paid to Brede for these material handling services, and are separate from and independent of freight transportation charges, which are paid to a freight carrier such as YRC, ABF, FedEx, or any other carrier of the exhibitor's choosing. Exhibitors are responsible for securing a carrier of their choosing and arranging freight transportation to and from the event, and all associated transportation fees.

Advance Shipments to the Warehouse

Deadlines and Info

- Receiving begins 30 days prior to exhibitor move-in.
- Shipments received at the warehouse after March 3, 2015 are subject to additional charges.
- Ship pre-paid; collect shipments will be refused
- Uncrated, pad wrapped or specialized equipment will not be accepted at the warehouse.
- Hazardous materials will not be accepted at the warehouse.

Advantages

There are several advantages to shipping advance to the warehouse versus directly to the show site:

- Exhibitors can confirm shipment has arrived and is intact in advance of the move-in date.
- Materials will be delivered to your booth prior to your arrival on site.
- Delivery dates and times are more flexible.

Advance Warehouse Rates

See below for definitions and descriptions of warehouse rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Rates Include

Warehouse material handling rates include the following:

- Receiving exhibitor shipment at the advance warehouse, and storage beginning 30 days prior to the show.
- Movement of all exhibitor freight from warehouse to exhibit site.
- Materials unloaded and delivered to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

Crated or Skidded

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as Fedex, UPS, POVs (personally owned vehicles).

Small Package

Use this rate for cartons/envelopes weighing less than 25 lbs. per shipment without documentation. These will be delivered to the booth without guarantee of piece count or condition.

Find more on Brede.com

phone 301.937.8600
fax 301.937.6513
e-mail cswashington@brede.com

Material Handling Information

Brede EXPOSITION SERVICES

Homeland Security Conference 2015

Ronald Reagan Building & International Trade Center
Washington, DC
March 10-11, 2015

Information Form

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Direct Shipments to Show Site

Deadlines and Info

- Do not ship to the facility prior to March 9, 2015. Early shipments to show site may be refused. Brede Exposition Services will be on show site at the loading dock to receive exhibitor materials only during move-in hours.
- Ship pre-paid; collect shipments will be refused.
- Hazardous materials will not be accepted at show site.

Direct to Show Site Rates

See below for definitions and descriptions of direct to show site rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Rates Include

Direct to show site material handling rates include the following:

- Materials unloaded at loading dock and delivered to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

Crated or Skidded

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as Fedex, UPS, POVs (personally owned vehicles).

Uncrated, Unskidded, or Wrapped

Use this rate for shipments that are not in crates, cases, or boxes and/or pad wrapped, specialized equipment, unskidded machinery or uncrated POV shipments. Uncrated shipments are received at show site only.

Small Package

Use this rate for cartons/envelopes weighing less than 25 lbs. per shipment without documentation. Will be delivered to booth without guarantee of piece count or condition.

Overtime Charges

Inbound

Overtime charges apply on inbound shipments if:

- Your shipment is to be delivered to your booth before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your shipment is received at the warehouse, and is delivered to show site before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- A vehicle driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.

Outbound

Overtime charges apply on outbound shipments if:

- Your shipment is loaded after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your carrier driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.

Find more on Brede.com

phone 301.937.8600
fax 301.937.6513

Material Handling Information

Information Form

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Material Handling Documentation

Inbound Bill of Lading

All inbound shipments must have a Bill of Lading or delivery slip showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede for such shipments. Billed weight is based on incoming weight, whether outbound services are used completely or in part. The weight is rounded up to the next one hundred pounds (100 lbs) and is taken from the inbound Bill of Lading and/or the certified weight ticket. Separate shipments will not be combined. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Brede. This weight will prevail.

Advance Warehouse Shipping Address

TO: Exhibiting Company Name and Booth #

FOR: Homeland Security Conference 2015
Brede Exposition Services
c/o YRC
7600 Preston Dr.
Landover, MD 20785

- Use this address and information on your inbound bill of lading if shipping your freight to the Advance Warehouse.
- Please use the freight labels provided in this service manual.
- Receiving hours: M - F 8:00 a.m. to 4:00 p.m.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- All shipments to the Advance Warehouse must arrive by March 3, 2015 to avoid late charges.

Direct to Show site Shipping Address

TO: Exhibiting Company Name and Booth #

FOR: Homeland Security Conference 2015
c/o Brede Exposition Services
Ronald Reagan Building
& International Trade Center
1300 Pennsylvania Ave. NW
Washington, DC 20004

- Use this address and information on your inbound bill of lading if shipping your freight Direct to Show site.
- Please use the freight labels provided in this service manual.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- Shipments will be received at the facility no sooner than March 9, 2015 during move-in hours.

Empty Containers, Labels

Exhibitors with crates or boxes that need to be returned to pack up booth equipment at the end of the show must affix empty labels on the containers as soon as they are empty. Empty labels will be available at the Brede Service Desk. Affixing the labels is the sole responsibility of the exhibitor. Brede assumes no responsibility for removal of containers with old empty labels, improper information on labels or valuables stored in containers with empty labels. Empty containers will be removed from the floor and stored until the close of the show. You will not have access to empty containers during the show. In most cases, empty containers may not be stored in your booth during the show as it is a fire hazard.

Outbound Bill of Lading

Outbound shipping is not an automatic process. Outbound Bills of Lading must be completed and turned in to the Brede Service Desk: do not leave outbound Bills of Lading in your booth. Exhibitors who wish to ship outbound materials via any carrier other than the show carrier must advise carrier to be checked in at the Brede Service Desk by the driver check-in time specified on the *Show Details* page. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Service Desk. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in by the designated time, Brede reserves the right to re-route shipment via the official show carrier as necessary, at the exhibitor's expense.

Find more on Brede.com

phone 301.937.8600
fax 301.937.6513
e-mail cswashington@brede.com

Material Handling Information

RONALD REAGAN BUILDING
AND INTERNATIONAL TRADE CENTER
1300 Pennsylvania Ave NW, Washington, DC 20004

Delivery Access Request

Bill Day, Loading Dock Manager
Office: 202-312-1596 **Fax:** 202-312-1572
loadingdock@itcdc.com

The following information **must** be faxed to **202-312-1572** at least **72** hours prior to the delivery/pickup or the vehicle will be turned away:

Please Check One: Loading Dock access: ☐ Plaza (Exterior) access: ☐ Paid Parking: ☐ (vehicles are limited to 7')

DELIVERY: Arrival Date: _____ Arrival Time: _____

PICK UP: Arrival Date: _____ Arrival Time: _____

PLEASE BE ADVISED THAT DELIVERIES AND PICK UPS ARE HANDLED ON A FIRST COME, FIRST SERVED BASIS AND WAITING TIMES MAY BE UP TO TWO HOURS AFTER YOUR REQUESTED TIME. ALL VEHICLES MUST ENTER VIA 14th STREET SOUTH AND ALL DRIVERS MUST HAVE A VALID PHOTO ID.

Event/Conference or Tenant's name: _____ Event Room: _____

Company/ Courier name: _____

Company/ Courier Contact person: _____ Phone Number: _____

Shipment Contains: _____

Delivering vehicle year, make, model, type and size: _____
(Please see information below if making a delivery in a Sprinter van, box truck or larger)

Vehicle tag number and state: _____

Driver's name: _____

Point of contact at RRB/ITC: _____ Phone number: _____

MANDATORY POLICY FOR ALL LOADING DOCK DELIVERIES:

- Vehicles are limited to **13'** height and **56'** length (*tractor/trailer combined*) - **NO 45' TRAILERS**
- Sprinter Vans, Box Trucks & Larger Trucks **must go** to off-site scanning located at **12th & C Streets SW** (just south of 12th St. & Independence Ave. intersection) prior to arrival at RRB/ITC**.** There is a **30 minute** timeframe before security seal expires.
- Scanner Hours are Monday—Friday (**5am-5pm**) & Saturday (**5am-1pm**). All other times require K9 inspection at an additional cost.
- Neither personal vehicles nor trucks are allowed to park on the loading dock.
- On delivery, vehicle's contents may be placed on the dock and the vehicles will be instructed to leave.
- On pickup, contents must be on the dock, ready to load before the truck will be allowed on the dock.

PLEASE PLAN ACCORDINGLY

Contact your event planning manager for additional information

Brede EXPOSITION SERVICES

Homeland Security Conference 2015

Ronald Reagan Building & International Trade Center
Washington, DC
March 10-11, 2015

Order Form

Submit this form if you will be shipping materials to the advance warehouse or show site.
Use the rates and calculator below to estimate your material handling charges.
Enter the Material Handling Estimate below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Material Handling Rate Schedule

- For full definitions and descriptions of all rates, and rules, see the *Material Handling Information* forms included in this manual.
- All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown below. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Description	*Straight Time* *both move-in & move-out on ST* *per 100 lbs*	*OT One Way* *move-in or move-out on OT* *per 100 lbs*	*OT Two Ways* *Both move-in and move-out on OT* *per 100 lbs*
	200 lb minimum charge		
Advance to Warehouse: Crated	$89.00	$120.00	$151.50
Direct to Show site: Crated	$85.00	$114.75	$144.50
Advance to Warehouse: Special Handling	$111.25	$150.00	$189.00
Direct to Show site: Special Handling	$106.25	$143.50	$180.50
Direct to Show site: Uncrated, Unskidded, or Wrapped	$127.50	$171.50	$216.75
Advance to Warehouse/Direct to Show site: Small Packages			$45.00 *each*

Additional Services	
Late shipments, off-target shipments & site shipments received before published move-in or after show opening. Freight received at the warehouse after March 3, 2015 or at show site prior to published move-in or after show opening, add an additional charge per 100 lbs. Additional transportation charges may apply.	$27.00 *per 100 lbs.*
Spotting Fee. Any vehicles driven into the exhibit hall under their own power will incur a round-trip spotting fee. Vehicles not moved in under their own power will be unloaded and charged based on weight.	$250.00 *round trip*
Special Services. Shipments returned to warehouse will be charged $15.00 per 100 lbs. with a $250.00 minimum. Storage will be charged if shipment is not routed or picked up after three working days. Storage fees prior to 30 days before show, or after 3 days following the show are $1.25 per 100 lbs. per day with a $35.00 minimum. On-site container storage for freight brought in by exhibitors is $30.00 per piece.	

Calculate Estimated Material Handling Charges

Select: ☐ Advanced ☐ Direct

Carrier(s)	Tracking # or Shipped From	Date of Arrival	# Pieces	Est. Weight *CWT*		Rate *per CWT*		Estimated Cost *200 lb minimum*
					X		=	$
					X		=	$
					X		=	$
Transfer this total to the *Order Summary / Payment* form. Payment Method must be completed to process orders. Orders received without full payment or credit card will not be processed.						TOTAL		$

Show Site Contact Name _____ Show Site Phone _____

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* *by fax* *301.937.6513*

Material Handling Rates

Information Form

By completing and submitting the Material Handling order form, exhibitor acknowledges reading and accepting the terms and conditions included on the Material Handling Information forms, as well as the Limits of Liability form. Please review these money-saving tips to make the most efficient use of your material handling budget. Please make your show site representative aware of the following information.

Money-Saving Tips

In General

- Ship via common carrier to avoid possible special handling surcharges.
- Ship early to avoid overnight charges whenever possible.
- Furnish accurate weight tickets with your shipment.
- Properly label/address all shipments to avoid time-consuming re-routes, mis-deliveries, and delays. Remove old shipping labels before you send materials, and attach new labels with complete information. Shipping labels are provided in this service manual for your convenience.
- When shipping direct to show site, confirm in advance that your carrier can guarantee delivery of your freight to the exhibit facility during move-in dates. When possible, schedule shipments to arrive during straight time rather than overtime periods.
- Label your freight with the number of total pieces – example 1 of 3, 2 of 3 and 3 of 3.
- Take a copy of tracking numbers to the show, as well as origination and destination points, piece counts, arrival dates and phone numbers for tracking purposes.

Consolidate Your Shipment

- Separate shipments received by Brede will not be combined. The minimum 200 lb. charge applies to each shipment Brede receives.
- Consolidate your shipment whenever possible to avoid multiple minimum charges.

  For example:

  - 1 piece weighing 36 lbs. charged @ 200 lb. minimum x $120.00 per CWT = $240.00
  - 1 piece weighing 62 lbs. charged @ 200 lb. minimum x $120.00 per CWT = $240.00
  - 1 piece weighing 54 lbs. charged @ 200 lb. minimum x $120.00 per CWT = $240.00

  TOTAL cost of three shipments arriving *separately*: $720.00

  OR

  - 3 pieces totaling 152 lbs @ 200 lb minimum x $120.00 per CWT = $240.00

  TOTAL cost of one *consolidated* shipment: $240.00 *Savings of $480.00*

- Shipments arriving at the same time from different destinations are considered separate shipments.
- Please be aware that small package handlers may split shipments resulting in Brede receiving multiple shipments.

Material Handling Tips

phone 301.937.8600
fax 301.937.6513
e-mail cswashington@brede.com

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

c/o YRC

7600 Preston Dr.

Landover, MD 20785

Homeland Security Conference 2015

Ronald Reagan Building & International Trade Center
Washington, DC
March 10-11, 2015

Exhibitor

Booth

Late to warehouse charges apply after:

March 3, 2015

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

c/o YRC

7600 Preston Dr.

Landover, MD 20785

Homeland Security Conference 2015

Ronald Reagan Building & International Trade Center
Washington, DC
March 10-11, 2015

Exhibitor

Booth

Late to warehouse charges apply after:

March 3, 2015

- These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment to the advance warehouse.
- Please make additional copies of these labels as needed.

Important notes: Warehouse is not temperature controlled.
Hazardous materials will not be accepted at the warehouse.

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

Ronald Reagan Building
& International Trade Center
1300 Pennsylvania Ave. NW
Washington, DC 20004

Homeland Security Conference 2015

Ronald Reagan Building & International Trade Center
Washington, DC
March 10-11, 2015

Exhibitor

Booth

Do not deliver prior to:

March 9, 2015

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

Ronald Reagan Building
& International Trade Center
1300 Pennsylvania Ave. NW
Washington, DC 20004

Homeland Security Conference 2015

Ronald Reagan Building & International Trade Center
Washington, DC
March 10-11, 2015

Exhibitor

Booth

Do not deliver prior to:

March 9, 2015

- These shipping labels are provided for your convenience to assist in preparing shipments direct to the show site.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.

Important note: Hazardous materials will not be accepted at show site.

YRC FREIGHT

Exhibit Services

Reliable trade show shipping services

The show must go on!

YRC Freight is ready to customize transportation solutions for any exhibit shipment, any size load, delivering great service, savings and simplicity.

After the show, specify YRC Freight for the move out on the materials handling agreement (MHA), then give us a call. We'll take it from there.

And if others handle your trade show shipping, remember to tell them about YRC Freight savings and service.

Delivering confidence at the show

- 100% inbound service guarantee* at no additional cost
- On-site Exhibit managers monitor your inbound shipments for on-time, smooth move ins
- Specialized services available, such as Time-Critical expedited and Sealed Exhibit™ tamper-proof shipping
- Comprehensive North American coverage and online visibility

Giving you more for your money

- Lowest trade show shipping fees in the industry
- 30 days free storage prior to the show; a great way to save when moving from show to show
- No detention fees at trade shows
- No extra fees for weekend/after-hour pickups

Keeping it simple for you

- Exhibit customer service representatives available 24/7; call 1-800-531-EXPO (3976)
- Around-the-clock assistance with quotes, bookings, tracking or expediting
- Single-shipment transportation for your entire display
- Online shipment visibility throughout the move on my.yrcfreight.com

* Subject to applicable Tariffs and Rules and Conditions publications.

Confidence Delivered.®

yrcfreight.com | 800.531.EXPO (3976) | Live Chat

YRC FREIGHT

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Brede EXPOSITION SERVICES

Homeland Security Conference 2015

Ronald Reagan Building & International Trade Center
Washington, DC
March 10-11, 2015

Order Form

Complete this form to request a pre-printed outbound bill of lading and shipping labels for your outbound shipment. Forms and labels will be delivered to your booth at show site.

Requests must be submitted by: February 23, 2015

Notes

- Please complete one form per shipment.
- Please review the *Material Handling Information*, *Material Handling Rate Schedule*, and *Limits of Liability* forms.
- Do not leave Bills of Lading in your booth!

Outbound Shipping Information

To: _____

Consigned to (Ship to:) _____

Attention: _____

Destination (Street Address): _____

City: _____ State: _____ Zip: _____

Method

Ground

☐ YRC ☐ Other Ground _____

Air

☐ CTFS ☐ Other Air _____ ☐ Next Day ☐ 2nd Day ☐ Deferred

Freight Charges Guaranteed By

Company/Exhibitor: _____

Attention: _____

Permanent Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Shipping Labels Request

Label Request

of Shipping Labels Requested: ____

Exhibitors using FedEx or UPS must provide pre-printed labels with the account number.

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* *by fax* *301.937.6513*

Bill of Lading & Labels Request

Information Form

We have provided these definitions to acquaint you with specific guidelines for labor. Trade shows, conventions and special events in this vicinity are governed by local union contracts. Please review the following information in order to better understand the applicable union jurisdictions. If you have any questions once you have read this, please address them directly to Brede Exposition Services.

Material Handling

Brede Exposition Services has the responsibility of receiving and handling all exhibit material and empty containers. It is Brede's responsibility to manage the docks and schedule vehicles for the smooth and efficient move-in and move-out of the exposition. Brede will not be responsible, however, for any material they do not handle.

Teamsters Local 639 claims jurisdiction over all unloading and reloading of freight, exhibit materials, product, and empty containers and related equipment. They also have jurisdiction over all material handling equipment including but not limited to forklifts, tow motors, dollies, pallet jacks etc. An exhibitor may hand-carry in one trip any material that does not require the use of wheels or other material moving devices.

Booth Labor

Carpenters Local Union 491 claims jurisdiction over setup and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your product. Up to two (2) full-time employees may work without carpenter labor for one (1) hour on the move-in and one (1) hour on the move-out. Once this time has expired and work to complete the exhibit remains, the exhibitor must hire carpenter labor from the service contractor in order to complete the work.

Safety

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Brede cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in the assembly/dismantle of your booth, please order labor on the enclosed *Labor Order* form and the necessary ladders and tools will be provided.

Gratuities

Brede Exposition Services requests that exhibitors do not tip our employees. Do not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a Brede supervisor. Employees of Brede are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Brede employees.

In General

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed directly to Brede management personnel. It is recommended that any questions arising with regard to union jurisdiction or practices should be directed to a management representative of Brede.

phone 301.937.8600
fax 301.937.6513
e-mail cswashington@brede.com

Homeland Security Conference 2015

Ronald Reagan Building & International Trade Center
Washington, DC
March 10-11, 2015

Brede EXPOSITION SERVICES

Order Form

Submit this form if you would like to order labor from Brede. Labor is available for installation and dismantling of exhibits, and for shrink wrapping and banding of materials.
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: February 23, 2015

Option A: Brede Supervised

- Option for installation to occur prior to exhibitor's arrival.
- Reduce at-show expenses and time spent.
- Labor under Brede supervision is straight time when possible.

☐ Check for Brede Supervised Labor

- Brede Supervision costs 30% of total labor bill.
- There is a $50.00 minimum charge for supervision per installation and dismantle.

Installation

Shipped:
☐ Warehouse
☐ Show site

Shipment :
☐ Crates
☐ Boxes
☐ Carpet/Pad

Carpet:
☐ From Brede
☐ Shipped
☐ None

Blueprints/Instructions:
☐ Attached
☐ with Display-Crate # _____

Electrical under carpet:
☐ Yes ☐ No

Location: _____

Delivery Date: _____

Special Equipment Required: _____

Dismantle

An Outbound Bill of Lading must be completed and turned in at the Brede Service Desk.

Please provide the following information:

Ship to: _____
Attn: _____
Address: _____
City, ST, Zip: _____

Official show carrier: ☐ Ground ☐ Air
Other carrier*: _____

**Show site Bill of Lading prevails.*

Option B: Exhibitor Supervised

- All work is performed under direction of the exhibitor.
- Exhibitor must meet labor at Brede Service Desk at scheduled time.

☐ Check for Exhibitor Supervised Labor

Show Site Contact: _____

Phone #: _____

Labor Rates

Straight Time *Monday-Friday 8:00a.m.-4:30p.m.*	$86.00 *per person per hour*
Overtime *4:30 p.m.—8:00 a.m. Monday-Friday* *All day Saturday, Sunday,* *and observed union holidays*	$110.00 *per person per hour*

- One hour minimum per laborer. Labor is then charged in 1/2 hour increments per laborer.
- *Use labor rates at left to complete "Rate per laborer" column based on Straight, Overtime, or Double Time.
- Add Brede Supervision column only if using Option A.
- Multiply Subtotal Labor Cost by .30 for Brede Supervision cost.

Estimate Costs

	Date Time	*# Laborers Requested*		*Est. Hrs. per laborer*		*Total Hrs.*		*Rate* per person*		*Subtotal*		*Brede Supervision (Subtotal X .30)*		*Estimated Cost*
Installation	_____		X		=		X		=	$	+	$	=	$
Dismantle	_____		X		=		X		=	$	+	$	=	$

Important Notes

- A 30% surcharge will be assessed to all Late/Floor orders.
- Orders not cancelled prior to move-in will result in a minimum one-hour charge per laborer requested.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders without payment source will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* *by fax* *301.937.6513*

Labor

Accessible Storage

Information Form

Accessible storage will be available to you at this show. If you need to store and access materials that you do not have space for in your booth, such as back up equipment or hand-outs for attendees, accessible storage is an area at show site designated to hold these items for you.

This is not an order form. These services must be ordered on-site.

Notes

- You must sign up for these services and pick up your access storage labels at the Brede Exposition Services desk.
- All freight received at the show will be delivered to your booth space first, and will be placed in accessible storage when properly labeled.
- This is not secured storage.
- This is not empty storage.
- Accessible storage items may not be the first items returned to your booth at the close of the show.
- There will be a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.

Storage Rates

- The rate for accessible storage is $140.00 per skid, plus access rates.

Access Rates

There is a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.

phone 301.937.8600
fax 301.937.6513
e-mail cswashington@brede.com

Brede EXPOSITION SERVICES

Homeland Security Conference 2015

Ronald Reagan Building & International Trade Center
Washington, DC
March 10-11, 2015

Order Form

Submit this form if you wish to order signage from Brede.
Enter the Graphics Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: February 23, 2015

Standard Sizes

Standard signs are digitally produced with color copy, mounted on white foam board, and include up to 10 words.

Qty	Size	Advance	Standard	Subtotal
_____	11" X 14"	$ 80.00	$ 104.00	$ _____
_____	14" X 22"	$ 118.00	$ 153.50	$ _____
_____	22" X 28"	$ 108.00	$ 140.50	$ _____
_____	28" X 44"	$ 178.50	$ 232.00	$ _____

Indicate sign copy & layout here

**File conversion, retouching, cloning or color correcting may incur additional labor charges.*

Custom Sizes

Brede can provide digital graphic reproduction in custom sizes. Please contact us for full-color, photo-quality, high resolution digital printing in virtually any size for banners, exhibit graphics and more.

Length		Width		Square footage		Advance	Standard			Subtotal
	X		=		X	$18.50 *per sq. ft.*	$24.00 *per sq. ft.*	=	$	

Ten (10) sq. ft. minimum order

☐ Foamcore ☐ Masonite ☐ PVC ☐ Plexi ☐ Gatorfoam ☐ Other _____

Select one
☐ Vertical
☐ Horizontal

Special instructions

_____
_____
_____

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal $ _____
5.75% DC Tax $ _____
Signs Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA *by fax* 301.937.6513

Graphics

Brede EXPOSITION SERVICES

Homeland Security Conference 2015

Ronald Reagan Building & International Trade Center
Washington, DC
March 10-11, 2015

Information Form

Please be sure to inform your show site representative of the following fire regulations to ensure the safety of all parties throughout the duration of the show.

Booth Construction

Booths, platforms and space dividers shall be of materials that are rendered flame-retardant, satisfactory to the local fire department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus shall be of a 3-wire UL type approved.

Permits

A permit shall be required for the following:

- Display and operation of any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operation of any electrical, mechanical, or chemical device which may be deemed hazardous by the local fire department.
- Use or storage of flammable liquids and dangerous chemicals.
- Display of any internal combustion engine (special requirements available upon request).
- Use of any compressed gases (permit required for 32CF bottles 1/2 full or less).

Obstructions

Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily-seen locations and may be required to be posted with designating signs.

Flame Retardant Treatment

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth and similar materials shall be flame-retardant unless smaller than 1,232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame-retardant, therefore their use is prohibited .

Combustibles

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the fire department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

Storage behind booth backwall is strictly prohibited.

Fire Regulations

phone 301.937.8600
fax 301.937.6513
e-mail cswashington@brede.com

Convention & Tradeshow Freight Specialists, Inc.

CTFS is a full-service air freight forwarding company. A woman-owned company with more than 30 years of experience, we offer:

- pre-show planning
- 24/7 phone support
- on-site representation
- local, regional & national forwarding
- local distribution & warehousing
- online booking & tracking
- pre-printed labels
- door-to-door service

Hear what customers say about us:

"VT Miltope participates in approximately 20-25 trade shows per year. CTFS has been our carrier of choice for over 15 years. Their reliability, resourcefulness and dependability are unsurpassed. We have never had a request they couldn't fulfill."

-Jett Porter, VT Miltope

"I just wanted to thank you again for all of the industry advice and help you provide. You really do "go the extra mile" for us and I appreciate the GREAT service I always get from CTFS..."

-Kim Wetsel, TSSI

For fast reliable pick-up and delivery on *your* schedule, call today: 866-493-7447

Shipping Solutions to and from all trade shows

- **same day:** for time-sensitive deliveries*
- **next day:** next business day
- **second day:** delivery by 5:00 pm the second business day
- **3-5 day deferred:** optimized savings for standard delivery

*Some restrictions apply.

CTFS, Inc.
1325 Wilkes Street
Alexandria, VA 22314
Phone: 703.518.4720
Fax: 703.518.4729
E-mail: sales@ctfshows.com
www.ctfshows.com

Convention and Tradeshow Freight Services, Inc.

T/A WORLD EXPRESS

Mailing Address
P.O. Box 4806
Alexandria, VA 22303
(703) 518-4720 FAX: (703) 518-4729

Airport Office
1325-B Wilkes Street
Alexandria, VA 22314
(703) 518-4720

BILLED AT	AIRBILL NUMBER
DCA	

PLEASE REFER TO ENTIRE NUMBER

DATE	ORIGIN CODE	DEST. CODE	VIA

SHIPPER			COMPANY SHIPPING TO		
PICK-UP ADDRESS			ADDRESS		
CITY	STATE	ZIP	CITY	STATE	ZIP
PERSON TO CONTACT	PHONE #		NAME OF SHOW	PHONE #	
NAME OF SHOW	COMPANY EXHIBITING	BOOTH #	DRAYAGE CONTRACTOR	COMPANY EXHIBITING	BOOTH #
PERSON AT SHOW	CELL PHONE #		PERSON TO CONTACT	PERSON AT SHOW	CELL PHONE #
BILL CHARGES TO OR CREDIT CARD #EXP SEC CODE	PHONE #		REQUESTED DELIVERY DATE		
ATTENTION OR NAME ON CREDIT CARD	FAX				
STREET ADDRESS	E-MAIL				
CITY	STATE	ZIP			

DIMENSIONAL WEIGHT				DIMENSIONAL WEIGHT				DIMENSIONAL WEIGHT			
PCS	L	W	H	PCS	L	W	H	PCS	L	W	H

Priority	Standard 2 Day	Deferred 3-5 Day	Special Pickup	Special Delivery	P.O.D. Requested Contact
☐	☐	☐	☐ AM ☐ PM	☐ AM ☐ PM	☐ VERBAL ☐ WRITTEN

NO. OF PCS. TOTAL	DESCRIPTION OF PIECES - NATURE OF CONTENTS MARKS AND NO.'S
	____ CARTONS OR BOXES ____ VINYL CASES OR TRUNKS ____ WOODEN CRATES ____ FLAT PIECES OR TUBES ____ SKIDS OR PALLETS ____ OTHER

SPECIAL INSTRUCTIONS

Show Opens Date Time

Show Closes Date Time

CFS Will be Returning Shipment at Close of the Show Yes ☐ No ☐

BUSINESS HOURS _____ PICK-UP DATE _____

☐ CO. CHECK OK ☐ CERTIFIED CHECK ONLY		F.C.C.O.D.	$	
WEIGHT	RATE SCALE	WT. RATE		
	ACTUAL WEIGHT	PICK UP		
	DIM. WT.	DEL.		
☐ INSURANCE	$	INS.		
	SPECIAL SERVICES	SPEC'L		
		FUEL SURCHG.		
		ADD'L CHARGES		
		SUB TOTAL		
		TOTAL		

In the event of loss, destruction, or delay, it is agreed that the value of the shipment shall not be more than 50¢/lb, or $50.00 per shipment, whichever is less, unless separately declared and insured as herein provided. CFS, Inc. shall have no responsibility for the performance of any acts not clearly specified herein. The invoice for shipment by CFS, Inc. is due and payable upon receipt. If not paid within 10 (ten) days of receipt, the account will be deemed overdue and, acknowledging the fact that damage to the CFS, Inc. is difficult to ascertain, a late payment fee computed at the rate of 1 ½% of the shipper's outstanding balance or $20/month, whichever is greater, shall be charged for each month or part thereof that the account remains outstanding. If the account is not paid within 30 (thirty) days of its due date, then CFS, Inc. shall assign said account for collection and, in addition to the amounts above set forth, the undersigned agrees to pay such additional charges as CFS, Inc. may incur including collection agency fees, court costs, and attorney fees. Any claims for damage to a shipment, shortages, or late delivery does not constitute "cause" for non-payment. This contract shall be deemed to have been executed in Alexandria, Virginia. If any legal action is taken to enforce any provision of the agreement, it shall be commenced and maintained in Alexandria, Virginia. By execution hereof, the undersigned directly or through his signing agents agrees to the above terms as well as those stated on the reverse side hereof.

REMIT PAYMENT TO:

CONVENTION FREIGHT SERVICES, INC.

P.O. BOX 4806
ALEXANDRIA, VA 22303
(703) 518-4720

X SHIPPER SIGN HERE

X PLEASE PRINT LAST NAME

X TRUCKER SIGN HERE

DATE TIME ☐ AM ☐ PM

BILLED AT	AIRBILL NUMBER
DCA	

RONALD REAGAN BUILDING AND INTERNATIONAL TRADE CENTER
Setting the stage for tomorrow

1300 Pennsylvania Ave NW, Washington, DC 20004

Delivery Access Request

Bill Day, Loading Dock Manager
Office: 202-312-1596 **Fax:** 202-312-1572
loadingdock@itcdc.com

The following information **must** be faxed to **202-312-1572** at least **72** hours prior to the delivery/pickup or the vehicle will be turned away:

Please Check One: Loading Dock access: ☐ Plaza (Exterior) access: ☐ Paid Parking: ☐ (vehicles are limited to 7')

DELIVERY: Arrival Date: _____ Arrival Time: _____

PICK UP: Arrival Date: _____ Arrival Time: _____

PLEASE BE ADVISED THAT DELIVERIES AND PICK UPS ARE HANDLED ON A FIRST COME, FIRST SERVED BASIS AND WAITING TIMES MAY BE UP TO TWO HOURS AFTER YOUR REQUESTED TIME. ALL VEHICLES MUST ENTER VIA 14th STREET SOUTH AND ALL DRIVERS MUST HAVE A VALID PHOTO ID.

Event/Conference or Tenant's name: _____ Event Room: _____

Company/ Courier name: _____

Company/ Courier Contact person: _____ Phone Number: _____

Shipment Contains: _____

Delivering vehicle year, make, model, type and size: _____
(Please see information below if making a delivery in a Sprinter van, box truck or larger)

Vehicle tag number and state: _____

Driver's name: _____

Point of contact at RRB/ITC: _____ Phone number: _____

MANDATORY POLICY FOR ALL LOADING DOCK DELIVERIES:

- Vehicles are limited to **13'** height and **56'** length (*tractor/trailer combined*) - **NO 45' TRAILERS**
- Sprinter Vans, Box Trucks & Larger Trucks **must go** to off-site scanning located at **12th & C Streets SW** (just south of 12th St. & Independence Ave. intersection) prior to arrival at RRB/ITC**.** There is a **30 minute** timeframe before security seal expires.
- Scanner Hours are Monday—Friday (**5am-5pm**) & Saturday (**5am-1pm**). All other times require K9 inspection at an additional cost.
- Neither personal vehicles nor trucks are allowed to park on the loading dock.
- On delivery, vehicle's contents may be placed on the dock and the vehicles will be instructed to leave.
- On pickup, contents must be on the dock, ready to load before the truck will be allowed on the dock.

PLEASE PLAN ACCORDINGLY

Contact your event planning manager for additional information

FOR ITC OFFICE USE ONLY **ATTN: TCMA LOADING DOCK**

HOLD FOR:

Group Name: _____

Contact Name: _____

ITC Contact: DANIELLE JOHNSON

Box Number: _____ **out of** _____

Date(s) Of Event: _____

Deliver To Room (Name) _____

SHIPPED FROM:

Contact Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

SHIP TO:

The Ronald Reagan Building
THE INTERNATIONAL TRADE CENTER
1300 Pennsylvania Avenue, NW
Washington, DC 20004

FOR ITC OFFICE USE ONLY **ATTN: TCMA LOADING DOCK**

HOLD FOR:

Group Name: _____

Contact Name: _____

ITC Contact: DANIELLE JOHNSON

Box Number: _____ **out of** _____

Date(s) Of Event: _____

Deliver To Room (Name) _____

SHIPPED FROM:

Contact Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

SHIP TO:

The Ronald Reagan Building
THE INTERNATIONAL TRADE CENTER
1300 Pennsylvania Avenue, NW
Washington, DC 20004

LEAD CAPTURE & RETRIEVAL MANAGEMENT

RELIABLE, EASY TO USE

INDISPENSABLE LEAD-TRACKING TECHNOLOGY FOR YOUR BOOTH.

DirectLead™ Touch

- Intuitive navigation
- Easy-to-add qualifiers
- Ability to add full text notes
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- Optional wireless printer
- 30-hour battery
- Lead delivery via USB thumb drive & secure web

ADVANCE RATE $375 | STANDARD RATE $425
BY 2/10/15 AFTER 2/10/15

MAXIMUM MOBILITY FOR CAPTURING & QUALIFYING DATA.

DirectLead™ Rover App

- Works with Android phone, android tablet, iPhone and iPad
- Scan the badge with your built in camera
- All scans are safely stored and backed up on the device and in the cloud
- Use it at your hotel, social function or shuttle bus
- Easily add custom qualifiers
- Survey capable

STANDARD RATE $320

CLICK HERE TO ORDER NOW!

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BEYOND EXPECTATIONS

WWW.JSPARGO.COM | WWW.ORDERDIRECTLEAD.COM

Contact Us!
phone: 703-995-1800
email: directlead@jspargo.com

jspargo & associates

RONALD REAGAN BUILDING AND INTERNATIONAL TRADE CENTER
Setting the stage for tomorrow

1300 Pennsylvania Avenue, NW Washington, DC 20004

EXHIBITOR SERVICE ORDER FORM

PLEASE FAX TO (202) 312-1310 or EMAIL TO @ITCDC.COM

Name of Event: ___ **Date of Event:** ___ **Exhibiting Company:** ___

Form Completed by: ___ **Title:** ___ **Phone:** ___

Address: ___ **City:** ___ **State:** ___ **Zip:**___

On-Site Contact: ___ **Booth Number:** ___ **RRB Contact:** ___

Item #	Quantity	ELECTRICAL DESCRIPTION	RATES	TOTAL
1		20 AMP 110V (Standard) outlet / dedicated – **without** power strip	$110.00	
2		20 AMP 110V (Standard) outlet / dedicated – **with** power strip	$150.00	
			TOTAL	**$**

NOTE: 5.75% sales tax will be added to all rental charges. Rate is a onetime fee. Please include a diagram of booth if needed.

Item #	Quantity	INTERNET SERVICE	TOTAL CONNECTIONS (USERS) NEEDED	RATE	TOTAL
1		Hardwire Internet – Plan A up to 5 users		$425.00	
2		Hardwire Internet – Plan B from 6 - 20 users		$1,500.00	
3		Static IP Address		$200.00	
				TOTAL	**$**

NOTE: 8.75% sales tax will be added to all rental charges. Rate is for up to 5 days. Please inform your event planning manager if you require internet for more than 5 days. One network hub is included in price.

CREDIT CARD INFORMATION

Credit Card Type: ___ **Account Number:** ___ **Expiration:** ___
(Attach a legible copy of front and back or imprint)

Cardholder's Name: ___
(As it appears on card. Please print)

I hereby authorize the International Trade Center to apply appropriate charges for event services to this credit card.

_____ _____
Cardholder's Signature **Date**

If you are tax exempt, please check and attach your tax exempt document(s). Federal ☐
State ☐

Contact your event planning manager at 202-312-1300 to confirm order

March 2012

PROJECTION
1300 Pennsylvania Avenue, NW
Washington, DC 20004
Tel: 202.312.1379
Fax: 202.312.1393
itcexhibits@projection.com

Audio-Visual and Computer Exhibit Order Form

RONALD REAGAN BUILDING
AND INTERNATIONAL TRADE CENTER

Computer Data Display

Qty	Days	Equipment	Rate	Total
		17” LCD Display Monitor (Data/Computers Only) Table Stand	$150	
		20” LCD Display Monitor (Data/Computers Only) Table Stand	$200	
		26” LCD Display Monitor (Data/Computers and Video) Table Stand	$250	
		32” LCD Display Monitor (Data/Computers and Video) Table Stand	$350	
		37” Plasma Display Monitor (Data/Computers and Video) (4:3 Ratio)	$450	
		42” LCD Display Monitor (Data/Computers and Video) (16:9 Ratio)	$550	
		52” LCD Display Monitor (Data/Computers and Video) (16:9 Ratio)	$650	
		70” LCD Display Monitor (Data/Computers and Video) (16:9 Ratio)	$1250	
		Monitor Stand: ☐ Table Stand ☐ Floor Stand	NC	
		Single Standing Speaker (100 sq ft range)	$90	
		LCD Projector (4500 Lumens)(Requires Cart and Screen - See Page 2)	$700	

Computers and Printers

Qty	Days	Equipment	Rate	Total
		Windows Laptop Computer	$250	
		Apple Laptop Computer	$350	
		Windows Desktop Computer with 20” Monitor, Keyboard and Mouse	$385	
		Apple Desktop Computer with 20” Monitor, Keyboard and Mouse	$450	
		HP LaserJet Printer (Black and White)	$250	
		Computer Speakers	$15	
		Keyboard and Mouse	$15	

Audio and Video

Qty	Days	Equipment	Rate	Total
		DVD Player	$85	
		26” LCD Display Monitor (Data/Computers and Video) Table Stand	$250	
		32” LCD Display Monitor (Data/Computers and Video) Table Stand	$350	
		Projection Cart: ☐ 34” ☐ 42” ☐ 54” - with skirt	$50	
		Projection Screen: ☐ 5x5 ☐ 6x6 ☐ 7x7 - with skirt	$70	
		CD Player	$85	
		Wired Microphone: ☐ Lapel ☐ Hand-Held ☐ Headset	$50	
		Wireless Microphone: ☐ Lapel ☐ Hand-Held ☐ Headset	$185	
		JBL Sound System (2 Speakers and 2 Stands)	$290	
		12 Channel Microphone Mixer (Required for 2 microphones or more)	$175	

	Totals
Equipment Total:	
On-Site Order Surcharge + 20%	
Delivery/Set-up/Pick-up: (Minimum $180 or 20% of Equipment Total)	
Sales Tax: (6% of Equipment Total)	
Amount Due:	

Ordering: To order Audio-Visual equipment for your booth, please fill out this form and return it with your payment to the fax or email below at least one week prior to the installation date.
Prices: All prices shown are per day plus a one-time labor charge for delivery, installation and pick-up. Extensive setups requiring more than one hour will be charges for additional labor. At least 24 hour notice is required for all cancellations or the first day rental rate will be charged.
Installation: Your on-site representative must be on hand to sign for receipt of your order. For security reasons, we strongly recommend that installation be scheduled as late as possible during move-in.

72 hour notice for cancellation. Prices effective 02/2013 and subject to change without notice.
The undersigned acknowledges receipt of the equipment described herein and agrees to assume replacement cost for any loss or damage of said equipment which is the property of Projection National Services.

Signature: _____ Date: _____

Fax orders to:
202.312.1393

Email orders to:
itcexhibits@projection.com

Exhibitor Information	Payment Information
Company Name:	Name on Credit Card:
Contact: Email:	Billing Address:
Phone: Fax:	City: State: Zip:
Show Name: Booth #:	Printed Name:
Delivery Date: Show Date:	Signature: Date:

Credit Card #:

Expiration Date:

Payment Type

☐ AMERICAN EXPRESS ☐ VISA ☐ MasterCard ☐ **Check (US Only)**

Additional Instructions

Expand Your Presence at the Homeland Security Conference 2015! Reach Attendees Online with an Upgraded Exhibitor Directory Listing!

As you know, the key to success for exhibitors at the **Homeland Security Conference 2015** is maximum exposure to attendees. Whether your goal is branding, lead generation, market visibility or all three, you will want to encourage attendees to stop by your booth. The best way to achieve your goals is to let attendees know what you have to offer as well as where you are located in the exhibit hall.

With this in mind, we are offering the ***Homeland Security Conference 2015 Online Exhibitor Directory***. This Exhibitor Directory is designed to increase your exposure at the Conference (and beyond) and to help you exceed your goals for the Exposition.

UPGRADE YOUR LISTING & UPGRADE YOUR EXPOSURE! Optional upgrades are available with our "Star" packages. These options will provide your company with additional visibility in the online directory.

	Basic *Free*	**2-Star** *$300*	**3-Star** *$500*	**4-Star** *$950*
Online Listing				
Exhibitor Name	●	●	●	●
Booth Number	●	●	●	●
Web Address	●	●	●	●
50 Word Description*	●	●	●	●
200 Word Company Bio*				●
Product Categories*	3	4	5	6
Company Logo		●	●	●
Press Releases*		2	5	6
Products* (includes logo & description per product)		1	3	5
Floor Plan Logo (company logo in booth and on interactive floor plan online)			●	●
Video				1

***Increase your exposure! These items are searchable by keyword and category selection.**

By taking part in this special opportunity, you will reach your target market **before**, **during** and **after** the 2015 event.

To take advantage of this opportunity, contact
Paul doCarmo
800-564-4220 / 703-631-6200
afceaexhibits@jspargo.com

Exhibitor Directory Contract

AFCEA Homeland Security 2015

March 10 – 11, 2015
Ronald Reagan Building and International Trade Center
Washington, D.C.

	Advertising/Sponsorship Description	Fee
	2-Star Listing	**$300**
	3-Star Listing	**$500**
	4-Star Listing	**$950**

Contact Information

Company Name……

Contact……

Tel…… Fax……Email……

Address……

City…… State……Zip……Country……

Payment Information

Initials	Deposit and Payment Schedule
	Due with Contract……...50%
	After December 12, 2014…….100%
Failure to make payments does not release the contracted or financial obligation of Exhibitor.	

Cancellation Penalties	Initials
Through December 12, 2014…….50%	
After December 12, 2014……..100%	

Make checks payable to: AFCEA

Mail payments to: AFCEA Exposition Mgmt., c/o J. Spargo & Associates, Inc
11208 Waples Mill Road, Suite 112 ◆ Fairfax, VA 22030
Tel: 800-564-4220 ◆ Fax: 703-563-2691◆ Email: exhibitcontracts@jspargo.com

Credit Card Payment

☐ Visa ☐ MasterCard ☐ American Express ☐ Check (#_____)

Card Number…… Security Code…….. Amount: $.....

Exp. Date…….. Name on Card……

Signature……

Authorized Signature…….. Title……

Printed Name…….. Date……

Show Management Use

Authorized Signature……

Date……